

LAND DISTURBANCE PERMIT CHECKLIST

PLANNING AND ZONING DEPARTMENT

A land disturbing activity permit is required to ensure the control of erosion, sedimentation, and stormwater runoff during development or other land disturbing activities in the absence of the requirement for approval of site plan, subdivision, or building permits.

This checklist is designed to aid both the Applicant and the City in the processing of a Land Disturbance application and is required to be submitted with your application. Information relative to land disturbing activities can be found in Chapter 7 Article 5 of the Code of Ordinances.

All plans and application requirements shall be submitted in a PDF format via email.

- ☐ Land Disturbance Permit Checklist
- ☐ One check for \$250.00 and other applicable fees as determined by the City.
- ☐ Completed General Application with an original signature from the Applicant and Owner.
- ☐ All applicable permits and outside agency approvals/permits:
 - Army Corps of Engineers Wetland Delineation
 - Coastal Zone Permit
 - ADEM National Pollutant Discharge Elimination System (NPDES) Permit
 - Fish & Wildlife
 - Baldwin County Permit(s)
 - Alabama Department of Transportation (ALDOT) Permit
 - Excavation Permit
 - Tree Removal Permit
- ☐ One current boundary/topographic survey of the property containing a complete legal description of the property and the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water.
- ☐ Grading and Drainage Plan shall include but not be limited to:
 - Contour intervals at a minimum of 1 foot,
 - All areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water.
 - Existing grades and proposed grades
 - Cross sections of ditches and detention/retention beds
 - Details for all proposed drainage devices
 - Drainage calculations
- ☐ Site Erosion Control Plan shall include the locations and details of all proposed erosion control devices
- ☐ Tree Protection Plan indicating the existing trees, caliper sizes, and species
- ☐ Detention Facility Maintenance Plan
- ☐ Other plans as required by city departments

Technical requirements and specifications for grading, drainage, erosion control, and construction design standards are available for purchase through the Public Works Department in City Hall (251-968-1156).

If the applicant has any questions or concerns regarding the Land Disturbance review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
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